

United States Department of Agriculture



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MINNESOTA BULLETIN NO. 250-5-3

SUBJECT: FNM- TRAVEL AUTHORIZATIONS

Purpose. To distribute guidance on issuing travel authorizations.

Expiration Date. September 30, 2005.

The issuance of travel authorizations will be as follows:

- The Area Offices will issue travel authorizations for their respective Area and field office employees who are not listed on the Limited Open Travel authorization. This will include all travel within Minnesota for travel listed under the Limited Open that is not hosted by the National Office such as 01-Site Visit, 02-Information Meeting and 04-Speech or Presentation.
- Area Offices will issue travel authorizations for meeting, conferences and training that is hosted by the National or State Office for Area and field office employees. **Area Offices must submit employee's names to the Budget Officer for training that is hosted by the National Office.**
- The State Office will issue travel authorizations for all State Office employees who are not listed on the Limited Open Authorization and for all travel to be attended outside the scope of the Limited Open Authorization.
- Area Offices will issue travel authorizations for students, as needed.
- The State Office will issue all travel authorizations for Earth Team volunteers.

Area Offices or State Office staff in charge of travel to be completed by Earth Team volunteers should assist in making flight reservations for the volunteers through SATO using National Headquarters' Central Credit Card Account when purchasing tickets. Requests for travel authorizations for Earth Team volunteers need to include the volunteer's social security number and home address.

If you have any questions, please contact Mary Jo Polunc, Budget Officer, at (651) 602-7860.

WILLIAM HUNT
State Conservationist

Dist: AE